

# HRO DIRECTORY

*Staff functions as of March 2015*

**Mailing Address: Alaska Joint Forces Headquarters**

**ATTN: Human Resources Office**

**P.O. Box 5800**

**JBER, AK 99505**

# HRO DIRECTORY

Staff functions as of March 2015

## HRO Deputy

*Vacant*

**Assistant HRO Officer** 428-6450/6458

**Labor Relations Specialist** 428-6453

Staffing Supervisor  
Union Issues  
Desk Audits  
Classifications

**Administrative Assistant** 428-6451

## Support Branch

• **Personnel Systems Manager (PSM)** 428-6463

CHRIS  
Systems Access/Hierarchy Management & Training  
Quality Data Analysis/Management  
Evaluations  
MCIT  
WIT  
CMS  
CST

• **Benefits/Staffing/IPT** 428-6475

• **Technician Development & Training/Budget Analyst**

**428-6518**

Army Technician Training  
Travel Budget  
Supervisor Training

• **Human Resource Budget Specialist** 428-6451

## Technician Tips

### USERRA

Get your Uniformed Services Employment and Reemployment Rights Act (USERRA) process started as SOON as you know you're going to be placed in a non-pay status for military duty

### THRIFT SAVINGS PLAN (TSP)

Enroll at a minimum of 5% into your civilian thrift savings plan and know your TSP account number and password. Don't forget Military TSP! TSP.GOV-fund management EBIS- to change contribution amount

### TECHNICIAN RETIREMENT

Don't submit military retirement until you know where you stand on your technician retirement. Clue: There is no terminal leave in the technician program. Be prepared to be to work on your last day. Keep the HRO informed if you are considering/up for retirement

### GOT ACTIVE DUTY TIME?

MAKE SURE YOUR MILITARY DEPOSITS for all Post-56 and USERRA periods are done (paid in full receipt provided to HRO and in OPF) or in process. Google ABC Buyback

Technician Section**•Technician Staffing****428-6459**

Merit Placement  
 Recruitment/Retention  
 Priority Placement  
 Reassignment  
 Applicant Qualifications  
 Applicant Selection & Placement  
 Vacancy Announcements  
 Technician Compatibility  
 Relocation Incentives

**•Technician Recruitment****428-6462**

(same duties as above)  
 Promotions  
 Reassignments  
 Appointments  
 Temporary Technicians (NTE)

**•Staffing Assistant****428-6928**

Vacancy Announcements

**•Classifications/Positions & Manpower****428-6454**

Separations  
 Resignations  
 Technician Advertisements  
 Technician Extension

## Employee Relations ( Retirements & Benefits)

• **Human Resources Specialist** 428-6351

Technician Retirements

USERRA

Military Buyback

Benefits

• **Human Resources Specialist** 428-6442

Worker's Comp (OWCP)

Technician Appraisals

Technician Awards

Military Buybacks

USERRA

Benefits

• **Human Resources Specialist** 428-6442

Technician Appraisals (PAA)

Technician Awards

USERRA

Military Buyback

Benefits

### AGR Section

• **AGR Manager** 428-6447  
Supervisory HR specialist

### ARMY

• **AGR NCOIC** 428-6458  
AGR Retirement  
DD 214

• **Human Resources Specialist** 428-6455  
Army AGR pay  
Orders  
Accessions  
ADOS packets

• **Human Resources Specialist** 428-6455  
AGR Jobs  
AGR Pay  
REFRAD DD 214s

### AIR

• **Air AGR NCOIC** 428-6457

• **Human Resources Specialist** 428-6242  
Air AGR Jobs  
Air AGR Orders  
Air AGR Pay